

**DRAFT**

**COMMUNITY DEVELOPMENT SPECIALIST I**

**DEFINITION**

To perform a variety of technical duties related to community rehabilitation and redevelopment programs such as federal grants, Community Development Block Grant (CDBG) Program, affordable housing, residential and commercial development; to serve as liaison for assigned projects and respond to questions and inquiries from public; and to perform related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

This is the entry-level class in the Community Development Specialist series. The Community Development Specialist I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbent works under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

**SUPERVISION RECEIVED AND EXERCISED**

Receives immediate supervision from assigned supervisor.

**ESSENTIAL FUNCTIONS** – Functions may include, but are not limited to, the following:

Assist in compiling the Community Development Block Grant annual application and monitor that program; assist in monitoring performance, and preparing annual performance report of CDBG program activities.

Assist in the research and analysis of information regarding redevelopment projects; interpret legislation and assist in preparing redevelopment studies, financial analysis and housing studies.

Assist developers and property owners in permit processing; process ministerial permits for redevelopment areas.

Assist in promoting participation in the Housing Rehabilitation Program by providing information to homeowners related to available assistance and housing requirements.

Assist in the review of planning projects by reviewing planning documents to ensure they meet code requirements.

Assist in the review of new sign permits to ensure they meet current and zoning/design codes and regulations.

CITY OF CHULA VISTA  
Community Development Specialist I

Serve as a department liaison to various boards, commissions, and civic groups dealing with housing, redevelopment, community development and economic development issues.  
Prepare reports and detailed graphic displays for proposals/presentations.

Provide general information to the public regarding projects and programs related to community development.

Perform administrative work on housing rehabilitation programs, including eligibility determinations, contractor screening, loan closings, and fund disbursement approvals.

Attend and participate in professional group meetings; keep informed of new trends and innovations related to area of assignment.

Organize work, set priorities and follow up to ensure coordination and completion of assigned work.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer services.

Perform other related duties as assigned.

**MINIMUM QUALIFICATIONS**

**Knowledge of:**

Basic principles and practices of urban planning and redevelopment policies, practices and techniques.

General regulations and requirements governing rehabilitation programs utilizing the use of state and federal residential rehabilitation loan and CDBG funds.

Basic principles of real estate development and land use.

Pertinent federal, state, and local laws, policies, codes, and regulations related to area of assignment.

Superior ability in oral and written communication skills.

Computer equipment and software applications related to assignment.

Principles and practices of customer service.

Ability to:

Learn to analyze policy issues, research and compile technical and statistical information, make recommendations and prepare reports.

Learn and apply applicable laws, policies, rules and regulations.

Prioritize and coordinate several work activities and follow up as required; research, organize, and maintain accurate office files.

Plan and organize work to meet changing priorities and deadlines.

Use initiative and sound independent judgment within established guidelines.

Operate standard computer and office equipment related to assignment.

Communicate clearly and concisely, both orally and in writing; communicate effectively with the public, outside agencies, business community and City Council.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year of experience working in local government planning, community development, housing rehabilitation, or a related field.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in Urban Studies, Economics, Business Administration, Public Administration or a related field.

License or Certificate

Possession of a valid California driver's license.

PHYSICAL DEMANDS

On a continuous basis, sit at desk for long periods of time. Intermittently twist and reach office equipment; use telephone, write or use keyboard to communicate through written means; may lift light weight. See in the normal vision range with or without correction to read typical business documents and computer screens; hear in the normal range with or without correction.

WORKING ENVIRONMENT

Some of the work is performed indoors in a carpeted and air-conditioned office environment with fluorescent lighting and moderate noise level. There is exposure to outside atmospheric conditions, traffic, noise, physical barriers, or around potentially hazardous construction conditions, substances and material when conducting field visits. Work is frequently disrupted by the need to respond to in-person and telephone inquiries.